

CHILD WELFARE SERVICES AND PROBATION DISASTER RESPONSE PLAN TEMPLATE

County & Agency Name: Calaveras Works and Human Services Agency-Calaveras County Probation Department

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This template is intended to be used as a guide to help counties incorporate the 2006 federal disaster response criteria as part of local child welfare plans. Minors in the probation system must also be included in the plan. County plans must be amended to include Child Welfare Services (CWS) Disaster Response Plans and be operational by September 28, 2007.

In September 2006, Congress passed the Child and Family Services Improvement Act of 2006 (Public Law (PL) 109-288). PL 109-288 amended Part B of Title IV of the Social Security Act to reauthorize the Promoting Safe and Stable Families Program. Among other changes, PL 109-288 established requirements for states on disaster planning in child welfare under Section 6 (a) (16). Accordingly, counties are requested to address the following program areas in developing local disaster readiness plans.

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CWS/Probation Disaster Response Criteria A:	Identify, locate, and continue availability of services for children under State care or supervision who are displaced or adversely affected by a disaster:
Essential Function:	1. Identification and location process of children who may be displaced
Process Description:	An internal (hardcopy) listing of all foster care children associated with the agency is printed at the beginning of each month. A copy is provided to the CWS Program Manager as well as the CWS Supervisor. A list is provided to the on-call Social Worker and placed in the on-call briefcase. A copy is also given to the Social Services Supervisor who is a member of the Calaveras County OES/MAC Team. This listing includes the names of all foster care children (whether placed in-county or out-of-county), their current physical address and phone number of the out-of-home,

	<p>foster home or group home where the child is currently placed.</p> <p>The Probation Department has an internal updated (monthly) list of probation youth that includes our out of home placement youth that is dispersed to all Probation Officers via electronic mail. In addition, all Probations Officers have an on-call list with minor's that are being detained, on electronic monitoring or have outstanding bench warrants that is updated weekly.</p>
Essential Function:	2. Communication process with child care providers
Process Description:	<p>Our Management Team, as well as all Social Workers/Probation Officers, has cell phones provided to them by the Agency. If phone service is available, the Social Workers/Probation Officers try to contact the foster parents or other persons responsible for the care of the foster child. If the worker is unable to contact responsible persons, they attempt to contact the assigned Social Worker/Probation Officer or other emergency contact listed in the case file. If contact cannot be made, the Social Worker/Probation Officer tries to locate other emergency contacts listed in the case file. If contact cannot be made, the Social Worker/Probation Officer determines if a face-to-face needs to be done or contacts law enforcement to do a welfare check on the family to determine if further intervention is needed.</p>
Essential Function:	3. Identification of evacuation procedures – Event known in advance
Process Description:	<p>The Foster Family agency or Group Homes provides all foster parents or group home staff with an emergency evacuation plan for the children placed in their home. This plan is to be centrally located in the home and posted where the children have easy access to them. Emergency evacuation drills, as to how to evacuate the home and how to stay safe in the event of any emergency, are to be done in the home on a regular basis. Emergency evacuation plans are also required for other persons who have the responsibility of caring for a foster child.</p>
Essential Function:	4. Identification of evacuation procedures – Event not known in advance
Process Description:	Same as #3
Essential Function:	5. Identification of shelters
Process Description:	<p>Calaveras County OES contacts the Calaveras Works and Human Services Agency when an emergency occurs and the need for an evacuation shelter arises. Our agency is contacted first, even before the Red Cross. We have a list of all Red Cross approved shelters and evacuation sites. As an active member of the OES team, a representative from our agency is stationed at the</p>

	command post during an emergency. We also have access to the areas under evacuation and the location of the evacuation center. Workers are assigned to these shelters for the duration of their operation. They identify foster children placed in the evacuated areas. First they attempt to contact the family directly by phone. If unable to make contact, law enforcement is requested to do a welfare check to ensure that the family has evacuated. The evacuation sites are checked, all emergency contacts are called until the family is located and the foster child's health and safety is ensured.
Essential Function:	6. Parental notification procedures
Process Description:	If a foster child is evacuated we attempt to locate the parents, if current information is available.
Essential Function:	7. Alternative processes for providing continued services
Process Description:	In the event of an emergency that lasts over 30 days and we are unable to provide ongoing services (monthly face-to-face meetings) to our foster children outside of the county, we contact current county of residence to do courtesy supervision.
Essential Function:	8. Staff assignment process
Process Description:	In the event of any emergency, all workers are expected for take care of their own families first. Then, if necessary, respond to the site of the emergency, evacuation site, office or outstation. All Social Workers and Probation Officers have agency cell phones. Responsibility for contact with the affected foster children is primarily the case carrying worker. If the worker is not available, other workers including the Social Services Supervisor or Probation Unit Supervisor locate foster children and provide services, which may include courtesy checks for other counties with foster youth placed in the evacuated area. Calaveras County is a small, rural county with very few resources, even without an emergency. In the event of a disaster community obligation as first responders are covered as well as coverage for caseloads as needed. The possibility exists that workers may not be able to reach the agency or evacuation sites. Those that are able to respond would cover for co-workers.
Essential Function:	9. Workload planning
Process Description:	Workload planning would depend on the event and its location. Many of our foster children are placed out-of-county and the need to rely on other counties to assist does exist. Again, we are a small rural county with very limited resources, including the number of staff/personnel available to respond. It is the expectation that each worker that is able to respond will do everything they can to insure the health and safety of residents which includes foster children.

Essential Function:	10. Alternative locations for operations
Process Description:	As an active member of the Calaveras County OES, one of our responsibilities as first responders is to open evacuation centers. We have a listing of all Red Cross approved sites for evacuation centers. Any of these sites may be used in the event of an emergency as an alternative location for operations. Our agency has six outstations which can feasibly be used to continue to provide services to the residents of the county to ensure the health and safety of all residents including foster children.
Essential Function:	11. Orientation and ongoing training
Process Description:	All agency Social Workers and many Eligibility Workers have been trained by the Red Cross in Mass Shelter and Care. Internal training has also been provided on “How to Open an Evacuation Site/Shelter”. In addition, Red Cross Individual Preparedness training has been offered to all employees to prepare them for all types of emergencies.
CWS/Probation Disaster Response Criteria B:	Respond, as appropriate, to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases:
Essential Function:	1. New child welfare investigation process
Process Description:	We would continue to respond to new CWS referrals requiring immediate face-to-face, within three days or within ten days. During a disaster, we would respond with law enforcement. Law enforcement is a crucial member of the OES team and they have the responsibility of investigating new CPS referrals. Again, we are a small rural county and a community that comes together when there is a need. We would continue to ensure the health and safety of the children living in our communities.
Essential Function:	2. Implementation process for providing new services
Process Description:	Our focus, during an emergency, would continue to be on the basics such as food, shelter and clothing. Health and safety are always our priorities.
CWS/Probation Disaster Response Criteria C:	Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster:

Essential Function:	1. Communication structure – staff
Process Description:	The agency has a telephone tree/organizational chart. Management staff and Social Workers have cell phones (unless cellular towers are not functioning). County vehicles are equipped with law enforcement radios to allow constant contact with the Sheriffs Department, Police Department and dispatch. Transportation could be a concern as some of our small communities only have one main road into them. If the road is impassable, alternate routes would need to be considered. Some routes could require 4x4 vehicles. The agency as well as the Sheriffs Department has several 4x4 vehicles in their fleets. This would allow face-to-face contacts. The Probation has an organizational chart. Management and Probation Staff have cell phones (unless cellular towers are not functioning) or contacted by the Sheriff's Department.
Essential Function:	2. Communication structure – child welfare personnel (phone tree) Probation has an organizational chart with cell phones or are contacted via the Sheriff's Department.
Process Description:	Same as above.
Essential Function:	3. Communication structure – contracted services
Process Description:	24-hour phone coverage.
Essential Function:	4. Communication process when all normal channels are unavailable
Process Description:	Management staff and Social Workers or Probation Officers have cell phones, but they are dependent on functional cell towers. We have several 4x4 vehicles in our fleet and we work side-by-side with law enforcement and County OES. The Sheriffs Department now has Reverse 911 phone capabilities which allow them to get information out to residents as long as phone services are still available. As an active member of county OES, we have access to the Command Post at any disaster. We are contacted by either Calaveras County Administration and/or OES in the event of an emergency/disaster.
Essential Function:	5. Communication frequency
Process Description:	As needed.
Essential Function:	6. Communication with media

Process Description:	Calaveras County OES has staff dedicated to press releases in the event of any disaster. To date we have experienced several wildfires and a flood.
Essential Function:	7. Communication with volunteers
Process Description:	As needed. We work hand-in-hand with the RED CROSS whenever there is an emergency.
Essential Function:	8. Establishment of a toll-free number prior to disaster (include TTY)
Process Description:	In the event of an emergency, the County OES will establish a toll-free number that is posted and advertised by radio, our local TV station, and on-line. Our agency will not have a separate toll-free number as we are a very small rural community.
CWS/Probation Disaster Response Criteria D:	Preserve essential program records:
Essential Function:	1. Record preservation process
Process Description:	We have hard copies of all case files. We could and would resort back to doing business the old fashioned way, by hand.
Essential Function:	2. Use of off-site back-up system
Process Description:	We have several lap-top computers and we have 6 satellite offices within the county that would be utilized during a disaster.
CWS /Probation Disaster Response Criteria E:	Coordinate services and share information with other states:
Essential Function:	1. Interstate Compact on the Placement of Children reporting process
Process Description:	We have an assigned liaison with the State Department of Social Services that we would be in contact with.
Essential Function:	2. Mental health providers

Process Description:	Our Mental Health providers are employees of the County Government and would be called upon in a disaster to provide services by the County OES.
Essential Function:	3. Courts
Process Description:	We would file any supplemental petitions/reports with the Juvenile Court as needed in any emergency to notify the judge of any and all changes in the foster child's situation.
Essential Function:	4. Federal partners
Process Description:	.
Essential Function:	5. CDSS
Process Description:	As needed.
Essential Function:	6. Tribes
Process Description:	As needed.
Essential Function:	7. Volunteers
Process Description:	As needed